

# ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP

## SPECIAL PROJECTS

TR-0154 (NEW. 05/2003)

TO:		DISTRICT PERMITS BRANCH, CHIEF		BUSINESS PHONE
FROM:	DIVISION	UNIT	BUSINESS PHONE	
PROJECTNAME	PROJECT LOCATION	PROJECT ADMINISTRATOR		

The Office of \_\_\_\_\_ is requesting that an encroachment permit be issued for construction purposes for the above noted project. I certify that without any further coordination required, that the project has been reviewed and approved. Page 2, lists the functional reviewing units, and completed documentation included in this package.

Charges to the project shall be made to:

EA \_\_\_\_\_ Sub Job \_\_\_\_\_ SD \_\_\_\_\_ FA/AO \_\_\_\_\_

The following staff will provide project inspection, as applicable:

Roadway, Civil (R.E.) Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Electrical Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Landscaping Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Maintenance Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Right of Way Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Structures (Br. Rep.) Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Other \_\_\_\_\_ Name: \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

In addition, \_\_\_\_\_ sets of plans/documents are attached for distribution to the inspectors and the following staff:

Name: \_\_\_\_\_ MS \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Name: \_\_\_\_\_ MS \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

Name: \_\_\_\_\_ MS \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

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Name: \_\_\_\_\_ MS \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number \_\_\_\_\_

NOTES: \_\_\_\_\_

PREPARED BY	UNIT	BUSINESS PHONE	DATE
PROJECT MANAGER / DISTRICT AIRSPACE MANAGER	UNIT	BUSINESS PHONE	DATE

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What is the total cost of the project? \$    ,    ,    in the State Right-of-Way? \$   ,    ,   What is the total size of the project (acres)?    .   in the State Right-of-Way (acres)?    .  "FEE EXEMPT PERMIT" ☐ or "FEE PERMIT" ☐ Will a "double permit" (contractor's permit) be required? YES ☐ NO ☐**PROJECT REVIEWING UNITS****YES****NO****N/A**

Construction			
DARC (District Airspace Review Committee)			
Design			
Environmental			
Landscape Architect			
Maintenance			
Right-of-Way Air Space Development			
Right-of-Way Engineering			
Right-of-Way Utilities			
Structures Construction			
Structures Design			
Structures Maintenance			
Traffic Operations			
Traffic Design			
Traffic Management			
Traffic Safety			
Transportation Permits (CPB 99-8)			
Transportation Planning			

**DOCUMENTS****ATTACHED****YES****NO****AVAILABLE****YES****NO****N/A**

ADA/DIB 82 Compliance						
Project Development Cooperative Agreement						
Construction Cooperative Agreement						
DTM Closure Hours						
DTM Approved TMP						
Encroachment Exception Approval						
Environmental Documentation						
Fact Sheet (Mandatory or Advisory) / PEER						
Final stamped project plans						
Maintenance Agreement						
Payment / Performance Bond or Liability Insurance						
Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)						
Right-of-Way Certification						
Right-of-Way Air Space Agreement / Site License Agreement						
Encroachment Permit Application and Deposit (if applicable)						
Special Provisions / Specifications						
Stormwater Requirements						